

City of San Jose

LEGISLATIVE RESEARCH SPECIALIST (U) (1662)CLASS PURPOSE

Under direction, performs legislative research and liaison work of considerable difficulty. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Reviews and analyzes State legislative measures for Legislative Committee, Council and Departments.

Refers all legislative proposals with possible impact upon the City to appropriate department for review.

Represents City's position before Legislative and State Administrative Boards and Commissions.

Coordinates position of City with other interest groups represented in Sacramento.

Prepare City's legislative package, including review of existing law; securing of authors; introducing and amending as needed; working the bills through the process to enactment; working with State Legislators and their staffs to pursue city legislative goals.

Enhances the policy positions of the City and seeks implementation of National and State level policies of benefit to the City, by working with members of the League of California Cities, National League of Cities, the United States Congress of Mayor's Policy Committees, and other entities.

May manage the operation of a small office at a removed location.

Develops and seeks enactment of legislative initiatives at the local/regional level which improve the City's capacity to meet the needs of San Jose's citizens; works with City departments to identify problem areas and needs; assists in the drafting of specific pieces of legislation.

Coordinates City's legislative efforts with Santa Clara County, Inter-City Council, ABAG, and related agencies, groups and other entities.

Typical End Results Include: The development and implementation of the city's legislative priorities as identified by elected and appointed officials; introduction and passage of City sponsored legislation consistent with council policy; presentation of the official position of the City; preparation of status reports indicating success and failures in legislative issues; and information provided for legislative and administrative actions which must be implemented by the City.

DISTINGUISHING CHARACTERISTICS

This is a single position class in a two class legislative research and policy series. An incumbent of this class performs professional legislative research and liaison duties of considerable difficulty with a high degree of independence. Incumbents in this class receive direction from the Intergovernmental Policy Coordination Supervisor.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of principles and practices of supervision and office management.

Knowledge of legislative processes and functioning.

Knowledge of legislative research techniques.

Knowledge of principles of organization, administration, and management.

Knowledge of report writing techniques.

Ability to analyze legislative activities and make appropriate recommendations.

Ability to write comprehensive, clear and concise reports.

Ability to deal tactfully and effectively with people.

Ability to communicate effectively orally and writing.

Competency Knowledges, Skills and Abilities

Knowledge of pending State legislation affecting the City.

Knowledge of Santa Clara County Inter-City Council, ABAG and related agencies, groups and other entities.

Ability to supervise an office operation at a removed location.

Ability to coordinate City's position with other interested groups represented in Sacramento.

Ability to review and analyze State Legislative Measures for Legislative Committees, Council and Departments.

Training and Experience

Any combination of training and experience equivalent to successful completion of advanced undergraduate coursework from an accredited college or university in public or business administration, the social or behavioral sciences, or related field; and five (5) years of increasingly responsible experience in policy research, legislative research or equivalent.